



## Illinois Department of Corrections

### Administrative Directive

Number:

**03.02.108**

Title:

**Standards of Conduct**

Effective:

**1/1/2021**

**Authorized by:**

*[Original Authorized Copy on File]*

**Rob Jeffreys**  
Acting Director

**Supersedes:**

03.02.108 effective 11/1/2019

**Authority:**

5 ILCS 430/5-15 and 10-10  
430 ILCS 65/10  
730 ILCS 5/3-2-2  
18 U.S.C. 922

**Related ACA Standards:**

5-ACI-1C-22

**Referenced Policies:**

01.02.400  
03.02.113

**Referenced Forms:**

DOC 0007 – Secondary Employment  
DOC 0257 – Employee Notification of Offender or  
Releasee Acquaintance  
DOC 0268 – Notification of Employee Testimony  
DOC 0434 – Incident Report

#### **I. POLICY**

The Department shall require employees to conduct themselves in a professional manner and, whether on duty or off duty, not engage in conduct that is unbecoming of a State employee or that may reflect unfavorably on or impair operations of the Department.

#### **II. PROCEDURE**

##### **A. Purpose**

The purpose of this directive is to establish written personnel standards that the Department shall require each employee to maintain. Failure to comply with any of the standards of conduct may result in discipline.

##### **B. Applicability**

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

##### **C. Facility Reviews**

A facility review of this directive shall be conducted at least annually.

##### **D. Designees**

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

##### **E. Definitions**

Chief Administrative Officer – for purposes of this directive, shall mean the highest ranking official of a correctional facility, of parole services or of the office, unit or program.

Chief Administrator – for purposes of this directive, shall mean the respective Deputy Director, Chief or Executive Staff.

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Close associate – any person other than a relative with whom the individual is residing or with whom the individual has frequent business contacts.

Offender – means any person committed to, or in the custody of the Department, including releasees.

Relative – for the purposes of this directive, shall mean a spouse, parent, sibling, child, grandchild, grandparent, aunt, uncle, niece, nephew and cousin, including first line blood, step, half, foster or in-law relations.

Releasee – means any person committed to the custody of the Department and serving a term of parole or mandatory supervised release or persons subject to the supervision of the Department under an Interstate Compact Agreement.

Social Media Platform – any electronic communication (such as personal websites and outlets for social networking and microblogging) through which participants utilize online communities to share information, ideas, personal messages and other content through any electronic format including, but not limited to, text, video, photographs, digital documents, audio and multimedia files. Examples of social media outlets include, but are not limited to, Facebook, Instagram, LinkedIn, Reddit, Tumblr, Twitter, WhatsApp and YouTube.

## **F. General Provisions**

All employees shall be informed of the provisions of this directive and the directive shall be accessible to employees.

## **G. Requirements**

### **1. Compliance with Laws and Regulations**

- a. Employees shall obey all federal, State and local laws.
- b. Employees shall obey all applicable court decisions and orders related to the performance of their job duties.
- c. Employees shall verbally report as soon as possible; submit a written report within five working days; and submit the final disposition, when available, to his or her supervisor who shall forward a copy of the written report and the final disposition to the Background Investigations Unit for any:
  - (1) Arrest, indictment or conviction for a felony or a misdemeanor, other than a minor traffic offense such as a parking ticket. Driving under the influence is considered to be a reportable offense, not a minor traffic offense. The report shall specify the facts forming the basis for the arrest, indictment or conviction and the name of the case.
    - (a) Any employee who is convicted after March 1, 1998 of a domestic violence crime as defined under the Federal Gun Control Act and who may be required to possess, transport or receive a weapon or ammunition in the performance of his or her duty shall be terminated from employment. Any employee who failed to report a conviction of a domestic violence crime prior to March 1, 1998 and who may be required to possess, transport or receive a weapon or ammunition in the performance of his or her duty may be terminated from employment.
    - (b) Any employee who is charged and convicted of a felony shall be terminated from employment.

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- (2) Order of protection against the employee. The report shall specify the facts for the order of protection and include a caption of the case and the length of the order.
  - (a) Any employee who has an order of protection against him or her shall provide a copy of the order of protection, emergency order of protection or amended order of protection with his or her written report or subsequent reports.
  - (b) Any employee who has an order of protection against him or her that prohibits the possession or use of firearms shall not be issued a weapon for the duration of the order.
  - (c) Any employee whose order of protection prohibits the possession or use of firearms and is for a length of time exceeding 90 days and who may be required to possess, transport or receive a weapon or ammunition in the performance of his or her duty shall be terminated from employment.
- (3) Admission as an inpatient in a mental hospital if the employee is a correctional officer, correctional treatment officer, sergeant, lieutenant, Shift Supervisor, parole agent, internal investigator or other staff who are authorized to carry a firearm.
  - (a) Any employee who has been admitted as an inpatient in a mental health hospital in the last five years is prohibited from receiving a firearm or firearm ammunition.
  - (b) Following an admission as an inpatient in a mental hospital, employees authorized to carry a firearm shall submit either a court order or waiver from the State Police pursuant to 430 ILCS 65/10(c) lifting the prohibition from Unlawful Possession of a Firearm and Firearms Ammunition or be terminated.
- d. Employees shall comply with departmental rules, written procedures, bulletins and written or verbal orders issued by proper authorities.
- e. Employees shall utilize State equipment, property and services only as authorized for their job assignments.
- f. Employees shall not perform any prohibited political activity during any compensated time. Employees shall not misappropriate state property or resources by engaging in prohibited political activity for the benefit of any campaign for elective office or any political organization.

## 2. Secondary Employment

- a. Full time employees shall not engage in secondary employment or accept other compensation or honorariums except as approved by the Director.
- b. When hired, each new employee shall complete Section I and, if applicable, Section II of the Secondary Employment form, DOC 0007.
  - (1) Section I shall **always** be completed, indicating whether or not the employee is currently employed elsewhere.
  - (2) Section II shall **only** be completed in accordance with Paragraph II.G.2.c. if the

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new employee seeks to begin or continue secondary employment.

- (3) If Section II is not completed, the DOC 0007 shall be filed in the employee's personnel file.

c. Any employee seeking approval for secondary employment shall complete Section II of the DOC 0007. The DOC 0007 shall be submitted to the Chief Administrative Officer (CAO) who shall make a recommendation in Section III and forward the form through chain of command to the Director or Chief Administrator for final approval or disapproval as set forth below. The CAO's reasons for not recommending secondary employment shall be noted.

- (1) The Director's approval is required for:
  - (a) Any employee of a facility in a supervisory position, any equivalent title or above; or
  - (b) Any employee in the general office in a Public Service Administrator position, any equivalent title or above.
- (2) All other requests shall be approved by the respective Chief Administrator of the facility, program site or office.

- d. Factors to be considered in determining whether to grant approval shall include, but not be limited to:
- (1) The nature of the employee's job duties and responsibilities within the Department;
  - (2) The employee's employment history;
  - (3) Whether a conflict of interest or the appearance of a conflict of interest could develop;
  - (4) Whether the tentative employment would interfere with the performance of the employee's job duties and responsibilities within the Department;
  - (5) Whether an employee might be perceived to be an agent of the Department or to be representing the Department's policies or views without authorization of the Director; or
  - (6) Whether the tentative employment would require the employee to carry and use a firearm.
    - (a) Department training and qualification in firearms shall not be used as certification for use of firearms in any employment outside the Department.
    - (b) Department issued firearms shall not be used in the performance of duties required of any employment outside the Department.

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### **3. Confidentiality**

- a. Employees shall respect the confidentiality of information and are prohibited from accessing or disclosing information including, but not limited to, investigations, offender records and personnel issues, except to the extent needed in the performance of their job duties.
- b. Employees shall refrain from public display of comments that discredit or reflect poorly on the Department, its mission or goals, or in any way jeopardize or impair the operations of the Department, including the ability of others to perform their duties.

### **4. Socializing with Offenders or Releasees**

- a. Employees shall not, by any means, knowingly socialize with or engage in business transactions with any offender or releasee or a relative or known close associate of an offender or releasee except in the performance of an assignment or as approved in writing by the Director, Assistant Director or respective Deputy Director or Chief.
- b. An employee shall notify his or her supervisor, using an Employee Notification of Offender or Releasee Acquaintance, DOC 0257, of any acquaintance or personal relationship such as marriage, engagement, dating or cohabitation with an offender or releasee.

### **5. Social Media and Conduct Outside the Department**

- a. Unless otherwise authorized by the Director, employees shall not suggest or appear to represent the Department in any capacity, outside of their official duties.
- b. Use of any social media platform(s) by an authorized employee in the performance of his or her job duties shall be in accordance with Administrative Directive 01.02.400.
- c. Employees shall conduct themselves in a professional manner any time the Department uniform or an employee's credentials, rank, title or position is displayed or made public.
  - (1) Reasonable efforts shall be made to ensure opinions and comments made public are that of the individual and not made as an official representative of the Department.
  - (2) Employees shall refrain from displaying or making public any photographs, material, comments or opinions that may contribute to the creation of a hostile work environment. This shall include, but not be limited to, any public declaration or display that could be viewed as obscene, as a violation of the Department's policies on discrimination or harassment or that in any way jeopardize or impair the operations of the Department, including the ability of others to perform their duties.
  - (3) Personal use of any social media platform(s) by employees shall be in accordance with the guidelines established in Administrative Directive 03.02.113.

### **6. Bribes, Gifts and Gratuities**

- a. Employees shall not accept or request anything of value from any offender, releasee, or any relative, friend or close associate of an offender or releasee.
- b. Employees shall not accept any gifts or gratuities or offers of same:

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- (1) From any offender or releasee;
- (2) From any relative, friend or close associate of an offender or releasee; or
- (3) That is prohibited by State or federal laws, executive orders or departmental policies and procedures from anyone who has or expects to have business dealings with the Department or as otherwise prohibited by the Illinois State Officials and Employees Ethics Act.

- c. All offers of bribes, gifts or gratuities shall be reported immediately in writing on an Incident Report, DOC 0434, to the employee's supervisor.

## **7. Trading or Trafficking**

Employees shall not trade or traffic with or aid, abet or solicit unauthorized actions by any offender or releasee.

## **8. Conflicts of Interest**

- a. Employees shall not engage in conduct that impairs their ability to perform their duties and responsibilities in an impartial manner.
- b. Employees shall immediately report to their supervisor, verbally and in writing, any fact or situation that may give rise to or be construed as a possible conflict of interest. This shall include, but not be limited to, reporting anything that could impair the employee's performance of his or her duties in a fair and impartial manner, such as:
  - (1) The name of any relative or close associate who is known to be seeking employment with the Department or who is known to be incarcerated or providing services within the Department;
  - (2) A job reassignment, such as transfer, promotion or demotion that would place the employee under the direct or indirect supervision of a relative or close associate;
  - (3) Any relative or close associate who has bid or is bidding on any contracts with the Department; or
  - (4) Any relationship that develops during the course of employment that would place the employee under the direct or indirect supervision of a relative or close associate.
- c. Employees who have been subpoenaed or are scheduled to or anticipate testifying with respect to an offender in any proceeding before the Prisoner Review Board, whether in person or through a written statement, shall complete and submit a Notification of Employee Testimony, DOC 0268, upon receipt of the subpoena, notice or request to testify.

## **9. Internal Investigations**

- a. Employees shall be required to cooperate with any internal investigation conducted by the facility Internal Affairs Office, Investigations and Intelligence Unit, Office of Affirmative Action or any other investigative authority including the Office of Executive Inspector General (OEIG). Employees shall provide documentation and testimonial evidence as required by law. Information pertaining to an internal or OEIG investigation shall be considered confidential and shall be disseminated on a need-to-know basis only. Employees shall not disclose or be asked to disclose:

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- (1) The existence of an investigation;
- (2) The information requested during an investigation;
- (3) The subject matter or questions asked during an interview; or
- (4) The identity of the employees under investigation.

b. Failure to cooperate with an investigation shall result in disciplinary action that may result in discharge.

#### **10. Giving False Information**

Any employee who knowingly provides false information, including, but not limited to, false information provided in statements, incident reports, correspondence or an interview shall be subject to disciplinary action, including discharge.

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